



COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
OPEN COMPETITIVE JOB OPPORTUNITY



THIS ANNOUNCEMENT IS A REBULLETIN TO UPDATE THE SALARY INFORMATION, SPECIAL INFORMATION, EXAMINATION CONTENT INFORMATION, AND APPLICATION INFORMATION. THIS BULLETIN SUPERSEDES BULLETIN NO. 816 POSTED ON DECEMBER 26, 2006 WITH AN ORIGINAL FILING DATE OF APRIL 26, 2005. PERSONS WHO HAVE ALREADY APPLIED NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION BY THE LAST DAY OF FILING. THE INFORMATION MUST INCLUDE THE CORRECT EXAMINATION TITLE AND NUMBER.

Bulletin No. 883

Posting Date: November 15, 2007

JOB TITLE	<u>DEPUTY PROBATION OFFICER I (RESIDENTIAL TREATMENT/DETENTION SERVICES)</u>
EXAM NUMBER	F8608Q
FILING DATES	April 26, 2005 until needs are met
SALARY	\$3,714.91 - \$4,610.82 MONTHLY \$3,825.64 - \$4,749.36 MONTHLY Eff. 08/01/08
ESSENTIAL JOB FUNCTIONS	<p>Performs probation work under close supervision, assisting in and learning to perform the work of professional level probation officers involved in the care and treatment of juvenile offenders placed in either a Probation Department residential treatment facility or a detention services facility.</p> <p>Positions allocable to this entry-level class are responsible for supervising the daily care and custody of juvenile court wards in a camp setting, including recreational activities and work details and other physically demanding tasks; maintaining group and individual behavioral standards, including the use of physical restraints; escorting and transporting court wards; and assisting in the development and implementation of supervision programs for camp wards, including preparation of petitions and court reports and maintaining records in both automated and written form and log books. Incumbents must possess the ability to communicate clearly and effectively, both orally and in writing; exercise and display a working knowledge of first aid and Cardio/Pulmonary Resuscitation; accurately observe, evaluate and document group behavior; and establish and maintain effective working relationships with wards, probation staff, court and law enforcement personnel, and community groups.</p> <p>Residential Treatment Positions assigned to a residential treatment facility are responsible for performing the less difficult and less complex tasks associated with caseload management, dorm and facility security, supervision of work and fire suppression crews, and public relations and community liaison services. Positions are also responsible for assisting in the re-socialization of offenders.</p> <p>Detention Services Positions assigned to a juvenile hall are responsible for performing the less difficult and less complex tasks associated with assessing life skills, risks, and needs of juveniles, and translating those factors into treatment objectives using evidence-based best practices. Positions counsel clients on conditions of probation and the need for compliance progress toward rehabilitation, develop</p>

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SELECTION REQUIREMENTS

individual case plans, determine appropriate treatment programs and services, recommend follow-up action as appropriate, and perform caseload management, and dorm and facility security activities.

Graduation from an accredited* four-year college or university. All candidates must possess or obtain a valid Red Cross C.P.R. and First Aid Certificate prior to appointment.

PEACE OFFICER REQUIREMENT: Must satisfy the State of California criteria for peace officer status, which includes:

- No Felony convictions

- **U.S. Citizenship**

- 21 years of age, at the time of application

Appointees will be required to meet the State-mandated CORE training requirements as defined by Standards for Training in Corrections.

Physical Class: 4 - Arduous:

Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

Licenses: A valid California Class C Driver License at time of appointment, or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions. Must obtain a California Class B Driver License within 90 days of appointment.

Special Requirement Information: Applicants must attach proof (original or photocopy) of official college transcripts or degree/certificate indicating field of study with Registrar's signature and/or school seal to the application at the time of filing.

Applicants who are within three (3) months of meeting the education requirement from the date of filing applications may file, however, their application will be withheld until the qualifying requirement is met.

*Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services.

SPECIAL INFORMATION

Shift: Any Shift

Appointees will be required to work any shift including evenings, nights, weekends, and holidays.

A special certification from this examination may be made based on language proficiency needs of the department. If you speak, read or write any language other than English, it is to your advantage to respond to item 9 of the application. Applicants must pass the Bilingual Proficiency Test which examines the specified foreign language oral and written communication skills.

A thorough background investigation, including live scan and drug screening, will be conducted prior to appointment.

**VACANCY
INFORMATION**

**EXAMINATION
CONTENT**

The resulting eligible register will be used to fill As-Needed and Permanent vacancies in the Probation Department, Residential Treatment and Detention Services Bureau.

This examination will consist of a qualifying written examination developed and validated by the California Department of Corrections and Rehabilitation which consist of Following Written Directions, Reading Comprehension, Writing Clarity, Writing Detail, Accuracy and Work Attitude Survey; and an oral interview covering training, experience, and personal fitness to perform the duties of the position weighted 100%. Only those applicants who pass the written examination will be invited to the interview. The written exam will be scheduled on a recurring basis dependent upon vacancies in the class.

Study guides and other test preparation resources are available to help candidates prepare for written Juvenile Corrections Officer Test on the Probation Department website at <http://probation.co.la.ca.us> under Candidate Orientation Booklet.

APPLICANTS MAY NOT TAKE THIS WRITTEN EXAMINATION (JUVENILE CORRECTIONS OFFICER) MORE THAN ONCE EVERY SIX (6) MONTHS. THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Candidates who meet the following criteria are not required to participate in the written examination:

a) Candidates who have been employed in a Peace Officer capacity with the Probation Department prior to July 1, 1987.

b) Peace Officer employees who have previously taken the "Juvenile Counselor" or "Juvenile Corrections Officer" written test developed and validated by the California Department of Corrections and Rehabilitation and achieved a passing score.

c) Candidates who have taken the written test (Juvenile Correction Officer) within the last 24 months and passed will have the test scores transferred.

Retake: No candidate who failed the interview component of this examination may compete more than once every six (6) months.

Candidates must receive a passing score of 70% or higher on the interview to be placed on the eligible register.

Successful candidates will be placed on the eligible register for a period of 12 months and may NOT reapply during this period.

ALL CANDIDATES WILL BE REQUIRED TO PROVIDE POSITIVE IDENTIFICATION BEFORE BEING ADMITTED TO WRITTEN, INTERVIEW OR PERFORMANCE EXAMINATION. PLEASE BRING TO THE EXAMINATION A VALID DRIVER LICENSE OR ANOTHER FORM OF VALID IDENTIFICATION WHICH HAS YOUR PHOTOGRAPH AND SIGNATURE (SCHOOL OR BUSINESS I.D. CARD, BUILDING PASS, PROFESSIONAL LICENSE, VALID PASSPORT, ETC.)

**ELIGIBILITY
INFORMATION**

The names of candidates receiving a passing grade on the examination will be added to the eligible register and, unless appointed, will appear in the order of their score group for a period of 12 months following date of eligibility.

******* IMPORTANT INFORMATION *******

**APPLICATION
INFORMATION**

Instructions for Filing Online: The Standard County of Los Angeles Employment Application for this examination can be completed Online and submitted electronically. Applications electronically received after 5:00 p.m., PST, on the last day of filing will not be accepted. **TO APPLY ONLINE GO TO:** <https://easier.co.la.ca.us>. This examination will remain open until the needs of the service are met and is subject to closure without prior notice. Application filing may be suspended at any time without advance notice.

Applicants who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (562) 401-2885 within five (5) business days of filing Online. Please include your Name, the Exam Number and the Exam Title on faxed documents.

Instructions for Hard Copy Submission: A Standard County Employment Application for this position will be accepted on business days only between 8:00 a.m. and 5:00 p.m. A Standard County Employment Application can be found at: <http://easier.co.la.ca.us/JobsInfo/empapp.pdf>.

This examination will remain open until the needs of the service are met.

The acceptance of your application will depend whether you have clearly shown that you meet the SELECTION REQUIREMENTS, and have attached copies of an original or legible copy of your official transcripts and/or degree to your application. In the space provided for college education, include the names and addresses colleges attended, college units earned, degree(s) earned, and dates completed. For experience list each position held within the last 10 years, give the name and address of your employer, actual payroll title, beginning and ending dates, describe work performed, and indicate salary earned. Work experience is subject to verification by the Department. If your application is incomplete, it may be rejected at any time during the selection process.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

County of Los Angeles
Probation Department
9150 East Imperial Highway
Downey, CA 90242
(562) 940-2659

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (562) 940-3552.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (562) 940-3552. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (562) 940-2711 . The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

CHILD SUPPORT COMPLIANCE

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

VETERAN'S CREDIT

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

EMPLOYMENT ELIGIBILITY INFORMATION

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

RECORD OF CONVICTIONS

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

SOCIAL SECURITY ACT OF 2004

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

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